

# COMMITTEE ON RETIREMENT

## Rules of Procedure

(In Addition to the House Rules of Order, Revised Statutes, and Constitutional provision)

### I. Meetings; Location & Time

Meetings will be held in House Committee Room No. 4, unless another room is designated by the chairman. The committee meets on those days and times prescribed in the schedule adopted by the House on the first day of the session.

### II. Quorum

If no quorum has been obtained within the time deemed appropriate by the chairman the committee will adjourn until a time set by the chairman.

### III. Committee Decorum

- A. All members and witnesses shall conduct themselves in a decorous manner.
- B. Upon commencement of the meeting, no person other than legislators or staff may come on the platform where the committee members are seated.
- C. Cell phones or other electronic devices with audible tones must be turned off or muted during a committee meeting. Cell phone use is not allowed during committee. Members should step out of the committee room to place or receive a call.

### IV. Authorization to Present Instrument

Any person, other than a co-author of a bill presenting the bill on behalf of the author, shall first obtain and deliver to the committee secretary written authorization containing the date, bill number, presenter's name, and the author's signature.

### V. Witness, Testimony, and Documentation

- A. No person shall be allowed to address the committee without first signing and delivering to the committee secretary a witness card stating his name, agency, organization or other interest represented, address, and the bill number for which he is appearing.
- B. All testimony shall be delivered from the witness table after being recognized by the chairman. Prepared statements, in accordance with House Rule 14.33, may be submitted and filed in the committee records. Any such statement containing statistical information shall cite the source thereof.
- C. **All handouts for presentation to the committee shall be given to the secretary for distribution prior to the meeting** and of sufficient number for distribution to each committee member, plus 5 additional copies.

### VI. Amendments

Lengthy or complicated amendments shall be requested or prepared and delivered to staff at least forty-eight hours in advance of the meeting. If not timely submitted, the chairman may refuse the amendments and proceed with the hearing on the instrument or cause the instrument to be voluntarily deferred. Staff is authorized to make purely technical corrections to amendments adopted by the committee, subject to review by the chairman.

### VII. Hearing Procedure

Unless otherwise determined by the chairman, instruments on the agenda will be heard under the following procedure:

- A. An actuarial note is necessary to hear legislation. (R.S. 24:521)
- B. The author or his designee will be heard on the instrument. At the author's request, discussion of the bill may include any amendments proposed by the author. Thereafter, committee members may question the author on the legislation.
- C. Proponents of the legislation will be heard followed by questions by committee members.
- D. Opponents of the legislation will be heard followed by questions by committee members.
- E. Amendments submitted by the author will be considered before other amendments. Otherwise, amendments will be considered in the order submitted.
- F. Discussion and comments by committee members only.
- G. Closing or rebuttal by the author; questions by the committee members at the discretion of the chairman.
- H. Motions relative to reporting the instrument.
- I. Motions relative to calendar placement or to recommend special order.

### VIII. Motions

It is within the discretion of the chairman to entertain motions while testimony is pending.

### IX. Voting

- A. During a roll call vote, each member must cast his vote when his name is called and the committee secretary must repeat the member's vote as either "yes" or "no".
- B. No member may withhold his vote or "pass" unless, in his discretion, he was not present for part of the testimony or committee discussion sufficient to make an informed decision; or he has declared a conflict of interest and recused himself from the proceeding regarding the matter in controversy.

### X. Time Limitations

At the discretion of the chairman or upon majority vote of its members, the committee may adopt time limitations on members or witnesses, or both.

### XI. Committee Rules

The Rules of Order of the House govern all questions of committee procedure. In the absence of an applicable House Rule, these Committee Rules shall govern. All other questions shall be decided by the chairman who may consult Mason's Manual of Legislative Procedure.

Date approved: March 15, 2012